



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
MARINE FORCES NORTH
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NEW ORLEANS, LA 70114-1500

ForO 5354.2B

EOA

OCT 22 2013

FORCE ORDER 5354.2B

From: Commander

To: Distribution List

Subj: EQUAL OPPORTUNITY PROGRAM (EOP)

Ref: (a) MCO P5354.1D W/CH 1

(b) MPE Publication 1A

1. Situation. To implement the provisions of reference (a), provide guidance and state the command policy for the management of the Equal Opportunity Program (EOP) within Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH).

2. Cancellation. ForO 5354.2A.

3. Mission. The provisions of this order applies to all Armed Forces personnel, civilian and non-appropriated fund employees providing services to military personnel assigned to or serving with MARFORRES or MARFORNORTH units.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Consistent with the concepts, principles, and objectives of the Marine Corps EOP provided by reference (a), it is the policy of the Commander, MARFORRES/MARFORNORTH that:

(a) All military personnel be assured equal opportunity and fair treatment without regard to their race, color, religion, gender, age or national origin, consistent with the law and regulations and the requirements for physical and mental abilities.

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(b) Cultural, racial, gender, or ethnic diversity is accepted as a desirable characteristic that exists within the American society and the Marine Corps, and that this diversity be recognized and furthered by ensuring that all personnel are assisted in attaining both their personal and professional goals.

(2) Concept of Operations

(a) Ensuring that fairness and equality of opportunity are extended to each individual is an inherent function of leadership at all levels. By ensuring equal opportunity, we exhibit the highest degree of honor, display moral courage to consistently do what is right, and execute a strong commitment to our fellow Marines, sailors, and civilian employees. Further, by creating a command climate that fosters equal opportunity we encourage all personnel to contribute and develop their full potential, thereby directly impacting mission readiness.

(b) The actions directed by this order are designed to:

1. Identify and monitor all command policies, programs or procedures to ensure discriminatory practices are not occurring and will not occur.

2. Eliminate unlawful discrimination and promote professional and harmonious personal inter-relationships among all military and civilian personnel.

3. Eliminate all forms of sexual harassment, whether subtle or overt.

4. Create an atmosphere which encourages both the professional and personal advancement of all individuals without regard to race, color, religion, gender, age, or national origin.

(c) The chain of command will be continuously emphasized as the primary and preferred channel for correcting discriminatory practices and for coordination and communication relative to all equal opportunity matters.

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b. Subordinate Element Missions

(1) As previously stated, the total efforts of all military personnel are required to implement the concept of equal opportunity outlined above. Implementing the equal opportunity concept in all functional areas is the responsibility of the commander. At the lowest command level, equal opportunity is most effectively accomplished when the commander and the senior enlisted advisor address equal opportunity as a readiness issue. Chapter 3 of reference (a) outlines the commander's responsibilities for implementation of the EOP.

(2) Commander's Handbook for Processing Equal Opportunity (EO) and Equal Employment Opportunity (EEO) Complaints. In addition to reference (a), all commanders, civilian activity heads, and investigating officers shall review reference (b) to ensure that they are familiar with the procedures for EO/EEO complaints.

c. Coordinating Instructions

(1) Major Subordinate Command (MSC)

(a) Ensure widest dissemination of and compliance with the policy and equal opportunity concepts contained in this order.

(b) Require all subordinate commands (down to the company, detachment level) to appoint an Equal Opportunity Representative (EOR) and forward a copy of the appointment letter via the chain of command to the MSC's EOA. EORs will advise their command and their respective MSC EOA of all formal allegations of discrimination to include sexual harassment as set forth in reference (a). Additionally, the MSC's EOA will ensure that their subordinate commands' EORs are properly trained and assist them in implementing the required training and accomplishing the goals of the Marine Corps and this order.

(c) Per reference (a), ensure that commanders:

1. Develop an annual training plan that includes equal opportunity training (to include prevention of sexual harassment training). In addition, maintain records of annual training in the command's training section as well as

ensure that data is entered into Marine Corps Total Force System (MCTFS).

2. Implement the policies and requirements detailed in this Order. Publish a policy letter on equal opportunity (which includes sexual harassment) in accordance with reference (a).

(d) Per reference (a), ensure MSC EOA's:

1. Inform their respective Commanding General of any potential or identified discriminatory practices.

2. Assume responsibility to coordinate and review investigations of allegations pertaining to sexual harassment or discrimination.

3. Assist commands throughout the respective MSC in monitoring the EO climate.

4. Develop, maintain, and draft policies in support of the EOP.

5. Ensure all formal allegations of discrimination, to include sexual harassment, are reported to CMC per reference (a).

6. Assist commands with EOP information on complaint reporting.

7. Assist commands with training as directed or requested.

(2) Assistant Chief of Staff, G-7. Provide all EO complaints to the respective MSC EOA. Commanding General Inspections for the EOP will be conducted or coordinated by the respective MSC EOA.

(3) Staff Judge Advocate. Provide legal counsel and advice to the Commander, and all military personnel, with regard to equal opportunity and civil rights matters. Provide legal sufficiency reviews for all EO investigations.

5. Administration and Logistics. Recommendations concerning this order are encouraged. Such recommendations will be forwarded to the Commander, MARFORRES/MARFORNORTH (Attn: EOA) via the appropriate chain of command.

6. Command and Signal

a. This Order is applicable to the total force serving under MARFORRES/MARFORNORTH.

b. This Order is effective the date signed.



RICHARD P. MILLS

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